

# Indianapolis Charter Schools

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## Fifth Year Follow-up Review

### *Overview*

#### *Follow-up in Year 5*

In the 5th year of the school's charter, the Mayor's Office will follow up as needed with the school on any areas in which the school did not meet standard according to the 4th Year Charter Review. Follow-up may include consultation about the school's plans for improvement, additional information-gathering by the Mayor's Office or third parties, and other steps deemed necessary by the Mayor's Office. In addition, the Mayor's Office will continue to collect standard accountability data from the school.

#### *How will the Mayor's Office follow up on the results of the Charter Review in Year 5 of the school's charter term?*

If the school meets the standard in all areas of the *Performance Framework*, no specific follow-up is necessary in Year 5. The school must continue to provide all accountability data to the Mayor's Office as before in preparation for the school's renewal application.

For each area of the *Performance Framework* in which the school does not meet standard or is approaching standard, the Mayor's Office will follow up on that area during Year 5. Follow-up work will be customized to the specific issues and challenges that the school faces, and may include the following elements:

1. Review of Special Education files (Fall)
2. Preparation of a written plan explaining how it intends to bring the school up to standard
3. Review of the written plan, with comments provided to the school.
4. Updated information or data regarding any area in which the school did not meet or was approaching standard, including analysis of test scores or other information about the school's performance.
5. One or more follow-up site visits to review the school's progress toward meeting the standard, resulting in oral and/or written reports to the school, the school's board, and the Mayor's Office regarding the visit's findings.
6. Other steps designed to obtain information about the school's progress toward meeting the standard.

All of the information gathered through these methods will become part of the school's official record. If the school seeks renewal of its charter, the information will be considered as part of the school's application for renewal.

### *Timeline*

On a very general level, the fifth year process includes:

#### **Fall Semester**

- Opening Meeting
- Special Education File review (as required)
- Documentation of efforts (plan) to meet standard

- Workshops or consultation as needed

### **Spring Semester**

- Preparation of updated data (evidence) in areas where the school was approaching or not meeting standard.
- Site visit for observations and interviews, focusing on standards that were not met
- Write-up of findings by the site team

### *Roles & Responsibilities*

Note: for a detailed description of the site review team roles, including the team leader and its members, please see the detailed protocol online.

### **School Responsibilities**

To be an effective partner in the process, the school:

1. *Acts as an essential partner in the site visit process*
  - a. The school makes the purpose and process of the review team's visit clear to all faculty and staff.
  - b. The school welcomes the visiting team and recognizes its efforts on behalf of the school.
  - c. The school works with the team to ensure that the visit runs smoothly.
  - d. The school engages faculty and other stakeholders to reflect on the school's performance.
2. *Communicates with the team*
  - a. School leadership works collaboratively with the Mayor's Office to ensure all necessary documents are provided in a timely manner both before and during the visit.
  - b. The school leadership maintains good communication with the team leader throughout the process, honestly expressing concerns and feedback from staff.
  - c. The school leader responds honestly and frankly to the team's developing judgments by stating the school's position and making available additional evidence to support its position, should it differ from other members of the team.
3. *Prepares documents for the visit*
  - a. Before the site visit, the school prepares and submits to the Mayor's Office the necessary documentation (improvement plan, relevant data/evidence of meeting standard)